



Glendower Preparatory School

Registration Form [to be completed by parent or guardian]

Surname of child: _____

First names (in full): _____

Name generally used: _____

Date of birth: _____ Proposed term & year of entry: _____

Nationality: _____ Religion: _____

Type of place Reception Entry after Reception

Connections with the School- Please mention here the names of any other members of the family attending the School or registered for entry or any other connection with the school:

	Father / legal guardian	Mother/legal guardian
Title		
Full name		
Address		
Home telephone		
Work telephone		
Mobile		
E-mail CAPITAL LETTERS PLEASE		
Occupation		
Employer's business name and address		

Other people with parental responsibility	
Please provide the name(s) and current address(es) of any other person with parental responsibility (i.e. legal responsibility) for the above named child. Their consent to the child attending the School will be required if an offer of a place is made.	
Title (e.g. Mrs)	Full name
Address	

Please indicate how you first heard of the School			
<input type="checkbox"/> Local reputation	<input type="checkbox"/> Present school	<input type="checkbox"/> Friends	<input type="checkbox"/> Advertisement
<input type="checkbox"/> Website	<input type="checkbox"/> Other (please give details)		
Please state the name and address of the present school/nursery (with dates of attendance)			
Name and address of school			
Dates of attendance			
Name of Head			
Is English your child's first language? (If not, please state/her first language)			
Please provide us with details of any medical condition, health problem or allergy affecting your child; any learning difficulty, disability, or special educational need of your child; whether your child speaks English as an additional language, as well as any behavioural, emotional and / or social difficulty of your child, using the attached Confidential Information form below (if applicable)			

Notes

Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the School at the time offers are made. A copy of the School's *Terms and Conditions* will be supplied on request.

Do you wish to apply for Bursary Assistance towards the fees? _____. Bursary assistance is offered to girls starting Year 3 subject to availability and confirmation of financial status and is subject to annual review. Details of arrangements for Bursaries and application forms will be sent to everyone who qualifies and expresses an interest.

How we will use the information provided in this form

This information will be used by the School during the admissions process.

For example:

- a) we may contact your child's current or previous school to ask for a reference;
- b) we may contact other people with parental responsibility to check that they consent to your child joining the School;

- c) information about special educational needs and medical conditions will be used to ensure that we have made any reasonable adjustments for your child when they visit the School or during any entrance assessments.

Please tick this box to confirm that you consent to the School using your personal information and your child's personal information during the admissions process.

If you do not provide your consent the School is still entitled to use your personal information for certain purposes, for example, to fulfil our statutory duties and to provide services under the admissions process. However, we would prefer to have your consent.

If your child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year after the end of the admissions process.

If your child joins the School we will use the information on this form in accordance with our privacy notice for parents. This document will be provided to you before your child enters the School and are published on the School's website.

Declaration

I / We request that our child named above is registered as a prospective pupil.

I / We understand that the School (through the Headmistress, as the person responsible) may obtain, process and hold personal information about me / us which may include financial information provided by me / us or by any licensed credit reference agency or information contained in any court orders, petitions or proceedings.

I / We understand that the School may also obtain, process and hold personal information about our child which may include sensitive information such as medical details, and we consent to this for the purposes of assessment and, if a place is later offered, in order to safeguard and promote the welfare of the child.

I / We enclose the non-refundable Registration Fee of £110.00 together with this completed Registration form duly signed by me / us.

Signatures of parents / legal guardians

	First parent / legal guardian	Second parent / legal guardian
Signature		
Name in full		
Relationship to child		
Date		